



City of Burlington

City Hall - 300 N. Pine Street
Burlington, Wisconsin 53105-1460
Phone: (262) 342-1161 Fax: (262) 763-3474

OPEN RECORDS REQUEST

Date of Request: _____ Person Receiving Request: _____

Report/Records Wanted: _____

A request for records is sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.

Additional Information Regarding Records Requested: _____

How Received: ☐ In Person ☐ Phone ☐ Mail ☐ Fax

Requested by: _____
(A person making a request is not required to identify them self or state the purpose of the request.)

Copies: ☐ Pick up ☐ Mail ☐ Fax Number: _____

Mail Address: _____

Records Custodian Approving: _____ Date: _____

Charge: _____ Date Paid: _____

FEES

- a. Fifty-cents per page to reproduce and fill the request by photocopying.
- b. The actual and necessary costs of reproducing engineering drawings, plans and specifications.
- c. If necessary to photograph the information the actual necessary and direct cost of photographing.
- d. The actual, necessary and direct search fees if they exceed 50 dollars. Search fees shall be charged at the rate of \$17.59 per hour. In the event it is necessary to use non-clerical personnel in the search, their time will be charged at their existing hourly rate plus benefits.
- e. The actual, necessary and direct cost of mailing.
- f. When the estimated and / or actual charges exceed five dollars, the clerk shall require payment in advance.
- g. The legal custodian may provide copies of the record without charge or at a reduced charge if he or she determines that waiver or reduction of the fee is in the public interest.